

## RESOLUTION 1234

### DIRECT PUBLIC NOTIFICATION POLICY IN REGARDS TO ALABAMA OPEN MEETINGS ACT NO. 2005-40

**Section One. Purpose.** The Purpose of this policy is to set forth the procedures and policies applicable to all members of the public or media who wish to receive direct notice of meetings held by entities in the City of Jacksonville in compliance with the Alabama Open Meetings Act No. 2004-40.

**Section Two. Applicability.** Any member of the public or media may request to receive direct notice of meetings held by entities in the City of Jacksonville in compliance to the Alabama Open Meetings Act No. 2005-40.

#### **Section Three. Procedure.**

- (a) The City of Jacksonville will provide direct notice via electronic mail (e-mail). The City reserves the right to use alternative methods of notification such as fax, telephone and or U.S. Postal Service if, for technical reasons, electronic means are not available at the time of notification. Applicants who do not wish to receive notification via e-mail may request direct notification via U.S. Postal Service.
- (b) Any member of the media or public who wishes to receive direct notice of meetings held by entities in the City of Jacksonville that are subject to the Alabama Open Meetings Act must file a written application with the City Clerk. The application to be utilized is attached hereto marked as Exhibit "A" and incorporated herein by reference. Persons wishing to receive direct notice must provide, at a minimum, their name, address and telephone number, and a valid e-mail address. The list of individuals requesting direct notice shall be maintained as a public record by the City of Jacksonville.

**Section Four. Updating List.** Following application, the applicant's name shall be added to the list of those who shall receive direct notice of all future meetings, provided that notice may not be given for meetings held within one week of the receipt of the application so that the Clerk may have time to update the list.

**Section Five. Removal From List.** An applicant's name may be removed from the list for the following reasons:

1. If the applicant fails to attend five consecutive meetings after notice has been provided;
2. If the Clerk has information that indicates the e-mail or U.S. Postal Service address is no longer valid;

3. If the applicant is not checking their messages and replying to a "Read Receipt", if requested.
4. If the direct notification e-mail is returned to the Clerk more than three times.
5. Misuse by the applicant of the e-mail notification in any manner will also result in removal from the list and may constitute grounds to prevent future applicant to receive direct meeting notice.

**Section Six. Notice Failure.** The City of Jacksonville is not responsible in the event of any notice failure that is not due to a fault of its own.

**PASSED AND ADOPTED**, this the 10<sup>th</sup> day of October 2005.

CITY COUNCIL OF THE CITY OF  
JACKSONVILLE, ALABAMA

Sandra F. Sudduth  
Mayor Pro Tem

ATTEST:

Dorothy P. Wilson  
City Clerk

Charles E. Notar  
Council Member

George L. Areno  
Council Member

Jerry T. Parris  
Council Member

Jeff L. Shelton  
Council Member

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Council Member